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People come First!

Exciting Opportunity at the California Department of Social Services…

CDSS

CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

Senior Information Systems Analyst (Spec)

Salary Range $5571- $7109

Full Time - Permanent

EMPLOYMENT OPPORTUNITY

ISD is seeking a self-motivated individual who can work both independently and collaboratively, providing Independent Project Oversight and Independent Validation & Verification contract management and oversight for enterprise-wide high and medium criticality projects. The Sr. ISA will work closely with CDSS Program, the Office of Systems Integration (OSI), and State and Federal Control Agencies. The Sr. ISA will utilize PMBOK, IEEE Standards, and the Office of the State Chief Information Officer Information Technology Project Oversight Framework to structure the oversight and management activities of the project. Applicants must be experienced in MS Project, Visio, and Excel.

Who Should Apply: State employees with current status in the classification, persons with list eligibility in a reachable rank, with interest in a lateral transfer from an equivalent class, or reinstatement. All interested applicants must submit a resume, and a standard State Application Form STD 678, with an original signature to the contact person identified above. Clearly indicate the basis of eligibility in line item number 12 (Explanation) of the STD 678 (Revised 12/01).

Final File Date: Until Filled

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Anita Fearman
(916) 322-1072

CONCEPT OF POSITION:

The Senior Information Systems Analyst (Sr ISA) provides Independent Project Oversight (IPO) and Independent Verification and Validation (IV&V) contract management and oversight for enterprise-wide high and medium criticality projects. The projects are monitored by the Office of the State Chief Information Officer (OCIO), Department of Finance (DOF) and Federal Agencies. The Project Management Body of Knowledge (PMBOK), Institute of Electrical and Electronics Engineers (IEEE) Standards, and the OCIO Information Technology Project Oversight Framework are used to structure the oversight and management activities of the project.

RESPONSIBILITIES OF POSITION:

45%   Provides contract management and oversight for CDSS' enterprise-wide high and medium criticality projects. Specifically, this position will be responsible for managing the IV&V contract on the Community Care Licensing Reform Automation Project (LRAP), and performing the Independent Project Oversight on the LRAP and Office Building 8/9 Information Technology Infrastructure (OB 8/9 IT Infrastructure) projects. May also be assigned contract management and oversight on Statewide Integration projects. Consistently applies PMBOK and IEEE methodology and practices and IT Project Oversight Framework. Duties include facilitating communication, metric collection, risk analysis, root cause analysis and risk aversion through process value add. Addresses Federal and State IPO and IV&V Requirements. Meets regularly with IPO/IV&V consultants on project status. Communicates project risks and mitigation/contingency plans to CDSS Project Sponsor, Office of Statewide Integration (OSI), Control Agencies, and external stakeholders. May perform oversight function independently.

35%   Provides main support for the development of standard practices and procedures for oversight in the Office of Systems Oversight. Responsible for desk procedures and guides.

10%   Consults on the most complex Feasibility Study Reports, Requests for Proposal, and Advance Planning documents, verifying that the alternatives included are consistent with the Department's strategic information technology goals and objectives.

5%   Consults with program management to identify department and program goals and priorities and recommending, where appropriate, federal and state financial participation for new development activities.

5%   Performs other related work.

SUPERVISION RECEIVED:

The Sr. ISA acts under the general direction of the Office of Systems Oversight's Bureau Chief.

ADMINISTRATIVE RESPONSIBILITY:

The Sr. ISA is responsible for providing IPO/IV&V contract management and project oversight in support of the Information Systems Division. Responsible for development and maintenance of desk procedures.

PERSONAL CONTACTS:

The Sr. ISA has contact with staff at all levels of the Department, representatives of other departments and control agencies, e.g., Health and Human Services Agency, Department of Finance, Office of the State Chief Information Officer, Department of General Services, Office of Systems Integration, Federal Agencies, and Department of Technology Services. The Sr. ISA also meets regularly with vendors and contractors.

ACTIONS AND CONSEQUENCES:

The Sr. ISA must exercise judgment in their contract management and oversight duties. They must also exercise judgment when making recommendations for the use of information technology in the Department. Failure to exercise good judgment would have an adverse impact on the ability of the ISD to deliver successful information technology projects, and the Branch to provide knowledgeable, informed recommendations to the CDSS for effective use of technology.

OTHER INFORMATION:

Knowledge of PMBOK, OCIO's Information Technology Project Oversight Framework, and Institute of Electrical and Electronics Engineers Standards.